

THE CITY OF KNOXVILLE

# CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

3022 **Accounting Technician** 4/08/2016  
(Entry-Level and Promotional)

Drug testing may be required

**ENTRY-LEVEL SALARY:** \$ 26,995 annually

**PAY GRADE RANGE:** \$ 26,995 - \$ 40,015 annually (Pay Grade 4)

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, April 18, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [mbfoster@knoxvilletn.gov](mailto:mbfoster@knoxvilletn.gov) before the posting deadline.

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**JOB DESCRIPTION: Please See Attached Position Description**

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#### MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent.
- Two years of experience in responsible clerical accounting work.
- Preference may be given to candidates with computer experience and/or payroll experience.

#### EXAMINATION

Training and Experience Questionnaire (100% of final score).

*Note: Background checks will be conducted.*

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

## POSITION DESCRIPTION

### City of Knoxville

<b>Class Title:</b> Accounting Technician	<b>Working Title:</b> same	<b>PCN:</b>
	<b>Incumbent:</b> vacant	<b>Created:</b> November 19, 2007

## GENERAL DESCRIPTION

Under general supervision, assists with the preparation and maintenance of payroll and performs varied bookkeeping and other sub-professional accounting activities.

## ESSENTIAL FUNCTIONS

Verifies payroll information and makes corrections as needed.

Distributes checks each week to payroll clerks.

Distributes attachments to paychecks (i.e., newsletters, notifications, etc.).

Distributes various reports and documents to payroll clerks (i.e., audit reports, etc.).

Processes all direct deposit applications.

Processes overtime reports.

Processes voluntary deduction checks to appropriate locations (i.e., credit unions, parking, deferred compensation, etc.).

Processes court ordered garnishments and child support recovery actions.

Enters new or updated deductions for employees.

Maintains reports.

Responds to questions about area of assignment (i.e., payments, effective dates, employee benefits, etc.).

Performs related work as required.

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and methods of bookkeeping.

Knowledge of business English and arithmetic.

Knowledge of modern office practices, procedures, and equipment.

Knowledge of the application of bookkeeping principles in transactions.

Knowledge of the principles and practices of supervision.

Knowledge of computer hardware and software as they relate to the area of assignment.

Ability to direct the flow of a considerable volume of detailed work.

Ability to make arithmetic calculations rapidly and accurately.

Ability to exercise good judgment in evaluating situations and making decisions.

Ability to keep neat, accurate records and make reports.

Ability to operate office equipment.

Ability to establish and maintain effective working relationships with the public and other employees.

Ability to use computers to access information.

## PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

**MENTAL REQUIREMENTS**

This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situation where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

**MINIMUM REQUIREMENTS**

Graduation from a standard high school or equivalent

Two years experience in responsible clerical accounting work.

NOTE: Computer experience and/or payroll experience is highly desirable.